	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> JUN 24 2008	<b>POLICY NO.:</b> ADM.04A.01
	<b>DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES</b>	<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.04A.01 of 11/3/94	
	<b>SUBJECT:</b> <b>DEPARTMENT TRAINING AND STAFF DEVELOPMENT PROGRAM</b>		Page 1 of 6

## 1.0 PURPOSE

To outline the philosophy, mission, organization, and authority for the administration of a training and staff development program for the Department.

## 2.0 REFERENCES

Hawaii Revised Statutes, Chapter 343C-2, Director of Public Safety, Powers and Duties.

## 3.0 POLICY

A comprehensive training and staff development program shall be established within the Department which will ensure proper job performance and professional development of all employees. Properly applied training promotes more effective and efficient Department operations and prepares employees for more responsible duties, thereby improving their professional and personal welfare and making them more valuable to the Department.

The mission of the program shall be:

- .1 To provide all employees, sworn and civilian, of the Department of Public Safety with high-quality, job-related, competency-based training with appropriate concern for public, staff, and inmate security, safety, and well-being which:
  - Develops job knowledge, technical skills, and functional capabilities;
  - Improves staff professionalism, self-esteem, pride, confidence, and integrity;
  - Meets requirements necessary to obtain accreditation and comply with any other relevant standards;
  - Enables employees, with the desire for advancement, to develop their potential.

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.2 To develop, deliver, test, evaluate, and document training in accordance with established professional standards.

#### **4.0 PROGRAM ORGANIZATION**

The Department training and staff development program shall consist of five components.

##### **.1 Administration and Coordination**

The Training and Staff Development (TSD) shall be responsible for the overall administration, management, and coordination of all components of the Departmental Training and Staff Development Program. This shall include developing and controlling the overall plans and strategies for a Department-wide program, formulating training plans, developing curriculum, establishing schedules, and providing training programs in various subject areas as needed by the Department. The administration and coordination of all program components will be primarily accomplished through three functions:

##### **a. Establishing Policy**

The development of Department policies which will provide guidelines and procedures governing the responsibilities of all divisions in relation to training programs.

##### **b. Development of a Training Center Operations Manual**

The establishment and maintenance of an operations manual for the training center which will outline the details of curriculum content, schedules, testing procedures, and any other necessary provisions for operating a comprehensive training center.

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c. Development of Long and Short Range Plans

The development and maintenance of long range plans (5 years) which will outline goals and strategies of the training and staff development program. Long range plans will be implemented through the development of short range plans (2 years) which will coincide with biennium budget planning.

.2 Implementation

A training officer shall be established at each correctional facility and law enforcement division who will function under the administrative direction of TSD. The primary responsibilities of this position shall be:

- a. To implement in-service and on-the-job training programs for their organization based upon guidelines in Department policies established by TSD.
- b. To establish and maintain an overall training plan for their organization under the direction and guidance of TSD. These plans will reflect the long and short range training plans developed by TSD.
- c. To establish and monitor individual training plans for the staff in their organization which are tailored to meet mandatory training requirements of the employee and career progression as identified by the employee.
- d. To maintain records that provide a history of all training each staff member in their organization has received.

.3 Monitoring

The Departmental training and staff development program shall be monitored from three aspects. TSD shall annually submit an evaluation of all training activities to the Director based upon the results of this monitoring component and planning strategies.

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a. Training Advisory Committees

Training advisory committees shall be established within the Department to periodically evaluate and update training programs developed by TSD. These committees shall meet at least quarterly to review training needs, progress, resolve problems, determine resource needs, and evaluate training activities. Committees shall submit reports of their meetings to the Director. There shall be three training advisory committees with subcommittees as necessary. Subcommittees shall submit reports of their meetings to their respective advisory committee.

1. Corrections Training Advisory Committees

The Committee shall consist of the Deputy Director for Corrections, division administrators, and the administrator of TSD. Training advisory subcommittees shall also be established at each correctional facility. These subcommittees shall consist of the warden, training officer and all section heads.

2. Law Enforcement Training Advisory Committee

This committee shall consist of the Deputy Director for Law Enforcement, division administrators and the administrator of TSD. Training advisory subcommittees shall also be established within each law enforcement division. Subcommittees shall consist of the division administrator, training officer and branch administrators.

3. Support Personnel Training Advisory Committee

This committee shall consist of the Deputy Director for Administration, the heads of all support staff offices in Department administration, and the administrator of TSD.

b. Inspections by the Audit and Compliance Staff

Inspection teams from the Audit and Compliance staff of the Inspections and Investigations Office shall periodically monitor training programs for compliance with Department policy.

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c. Inspections by TSD

TSD staff shall periodically monitor in-service training programs established at correctional facilities and law enforcement divisions for compliance with Department policy.

.4 Training Documentation

A decentralized system shall be established for the maintenance of records that provide a complete history of all training an employee has received. When an employee completes basic and advanced and specialized training courses at the TSD center, all documentation concerning course completions shall be sent to the training officer at their assigned facility.

Any in-service or on-the-job training completed by an employee at their assigned job site shall be documented and the records maintained by the training officer.

.5 Orientation and On-The-Job Training

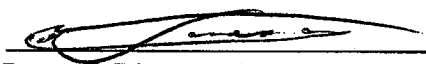
- a. Each supervisor shall be responsible for orienting new employees and establishing an on-the-job training program unless a training officer has a program already established.
- b. Each supervisor shall identify the training needs of their subordinates. This shall be accomplished by observing their performance and determining what meets or does not meet expected standards.
- c. Each supervisor shall provide the necessary instructions. In those cases where the supervisor does not possess the expertise or resources necessary to provide the instruction personally, the supervisor shall be responsible for referral to the facility Training Officer.
- d. Supervisors shall document the completion of any on-the-job training they have performed and forward the documentation to the facility Training Officer.

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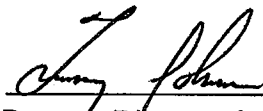
**5.0 SCOPE**

This policy applies to all divisions of the Department.

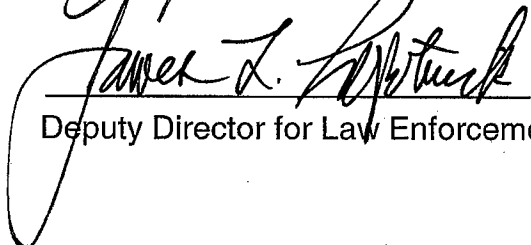
**APPROVAL RECOMMENDED:**

  
 Deputy Director for Administration

6/6/08  
 Date

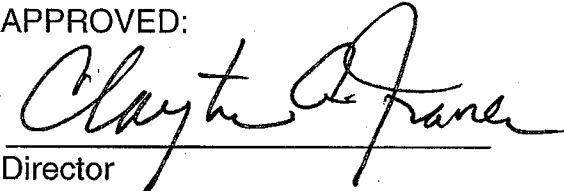
  
 Deputy Director for Corrections

6/18/08  
 Date

  
 Deputy Director for Law Enforcement

6-19-08  
 Date

**APPROVED:**

  
 Director

6/24/08  
 Date

